



August 27, 2012-June 7, 2013

Montrose Discovery

451 Congressional Lane, Rockville, MD 20852

Summer program
is available for
June-August 2013!

General Information:

Montrose Discovery is a licensed childcare program provided by the City of Rockville Department of Recreation and Parks and licensed by the State of Maryland Department of Education

Office of Childcare. The staff has met the requirements of Maryland Office of Childcare. They are caring professionals with years of experience with the City and with children. The programs are developed to focus on social and academic skills necessary for kindergarten, while promoting self-confidence and individual expression.

- Children must be 3 years old and toilet trained before they start.
- Registration is ongoing throughout the year as spaces are available.
- Programs are closed on all federal holidays. Other closings are listed in the registration packet.

Fee Information:

On the first business day of each month, payments will be automatically charged/debited to your MasterCard or VISA. You must complete an "Authorization to Charge" form, which will be included in your packet. You may also pay by check or money order. Voucher payments are also accepted.

Parents are responsible for obtaining and completing the necessary paperwork from City Hall and providing it to the Department of Recreation and Parks prior to starting the program.

- A registration fee of \$75 is due upon receipt of the paperwork.
- First month's tuition can be pro-rated and is due upon enrollment. Payments will be due on the first of each month thereafter.
- If your monthly payment is late or declined, you will be charged a \$10 processing fee.
- Withdrawal from the program requires a four-week written notice and a \$50 withdrawal fee. Withdrawals are only completed at the end of a calendar month.
- Transferring from one course to another, if space is available, will require a \$50 fee.

Your Child May Start The Program When:

- Initial fee is paid.
- All necessary forms are completed and submitted to City of Rockville Department of Recreation and Parks.

Monthly Fee:

The fee below is the approximate amount charged monthly.

Operation Schedule	Resident Monthly Rate	Nonresident Monthly Rate	Hours
August 27, 2012	\$525	\$603	9 a.m.-12:30 p.m.
June 7, 2013	\$800	\$920	8 a.m.-6 p.m.

To Register:

Fill out a registration form and return it, with a non-refundable \$75 registration fee. Once space for your child is confirmed, you will be given a packet of forms required by the MSDE Office of Child Care and City of Rockville regulations. All forms, some of which need to be completed by your child's doctor, must be filled out before your child may start the program. No online or telephone registrations.

Fax registration forms to 240-314-8659/Attn: Childcare.

You may also mail or bring registration forms to:

City of Rockville
Dept. of Recreation and Parks
111 Maryland Ave.
Rockville, MD 20850
Attn: Childcare

For site visits and additional information, call 240-314-8631 or email anikitina@rockvillemd.gov.



CHILD CARE PROGRAMS REGISTRATION 2012-13

ONE FORM PER FAMILY OR ADDRESS
* REQUIRED INFORMATION

FAMILY INFORMATION:

*Home Phone: _____

Email Address: _____

*Main Contact:

Last Name

First Name

Cell Phone #

Work Phone #

Sex

*Second Contact:

Last Name

First Name

Cell Phone #

Work Phone #

Sex

*Address:

Street

City

State & Zip Code

*Emergency Contact (other than parent):

Daytime Phone #

PARTICIPANT INFORMATION

* Last Name

*First Name

*D.O.B.

*Sex

*Course Name

*Course #

*Start Date

☐ Special Needs Participants: To adequately plan for a successful and rewarding experience, please contact our office (240-314-8620) upon registration. Ample time is needed to secure supplementary services and aides.

*PAYMENT METHOD: (check one)

☐ Credit Card (check type) ☐

Card #



Exp. Date: ____/____/____

Card Holder Name: _____

Signature: _____

☐ Cash (walk-in only) ☐ Check Enclosed (check #) _____

FOR OFFICE USE ONLY: _____ Mail in _____ Walk in _____ Fax _____
Processed By: _____ Date Processed: _____ Total Paid: _____
_____ Check _____ Cash _____ Charge _____ Other: _____ Drop off

Registration Fee: _____
First Month Tuition: _____
Donation to Recreation Fund: _____
Sibling Discount: _____
TOTAL: _____

THREE EASY WAYS TO REGISTER!

1. Fax: 240-314-8659 / Attn: Child Care (Credit Card Only)
2. Mail to: City of Rockville, Dept. of Recreation & Parks, Child Care
3. Drop off: at the Recreation Counter, located on the upper level of Rockville City Hall from 8:30 am to 5:00 pm, weekdays.



City of
Rockville
Get Into It

Preschoolers learn through play while participating in music, cultural activities, art, crafts and outdoor play.



Montrose Discovery Preschool

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www.rockvillemd.gov • 240-314-8620